



ASSOCIATION
FOR
SUPERVISED PASTORAL EDUCATION
IN AUSTRALIA INC.

STANDARDS
FOR
CLINICAL PASTORAL EDUCATION

Copyright ASPEA Inc. October 2011

CONTENTS

1.	Level One Clinical Pastoral Education - Guidelines	5
2.	Advanced Clinical Pastoral Education - Guidelines.....	8
3.	Accreditation for Supervisory Responsibilities as a Pastoral Supervisor.....	11
4.	Accreditation for Supervisory Responsibilities as a Clinical Pastoral Supervisor.....	25
5.	Accreditation for Supervisory Responsibilities as a Clinical Pastoral Educator.....	35
6.	Registration, Administration and Direction of Clinical Pastoral Education Centres.....	44
7.	Standards for the Registration of Centres for Clinical Pastoral Education.....	48
8.	Appendix 1	51
	Appendix 11	65
	Appendix 111	67

CLINICAL PASTORAL EDUCATION

1.0 LEVEL ONE CLINICAL PASTORAL EDUCATION UNIT - GUIDELINES

1.1 Programme Rationale

Clinical Pastoral Education (CPE) is a programme of education and formation for the ministry of pastoral care. The programme's methodology utilises the action/ reflection model of learning. The action component entails the actual provision of pastoral care within a ministry setting. This care acknowledges and attends to the human condition, particularly life's religious and spiritual dimensions. The reflection component entails the exploration of the ministry experience, the dynamics present, and the theological and spiritual dimensions. This action/reflection process is integral to the participants' understanding and the formation of their pastoral identity and competence. CPE is "learning theology from the living human document" (Anton Boisen).

The goal of the programme is that the participant will be acknowledged first hand as the bearer of the sacred and the distinctive provider of spiritual and pastoral care.

1.2 Requirements and assessment

A Clinical Pastoral Supervisor or Clinical Pastoral Educator (or acting supervisors at these levels) is authorised to co-ordinate, plan and conduct a CPE programme. This supervisor will evaluate and accredit a participant's satisfactory completion of a CPE unit. The peer group of no fewer than three and normally no more than six participants, contracts for the duration of the unit. With an equivalent ratio of peer group supervisory hours (a minimum of eight hours for each additional participant over six), the peer group may be increased to a maximum of eight CPE participants. Foundational to the CPE process is a relational learning environment, based on the development of mutual trust, respect, openness and challenge.

1.3 Required Hours

A CPE unit can be completed over a minimum of ten weeks or a maximum period of forty-four weeks. The course co-ordinator shall ensure that each CPE unit includes a minimum total of 400 hours of supervised learning in pastoral ministry. This includes at least: -

1.3.1 Ten (10) hours of individual supervision;

1.3.2 Sixty (60) hours of peer group supervision;

1.3.3 Two hundred (200) hours in a clinical placement of which at least one hundred hours (100) is the actual practice of pastoral ministry to people. This

actual practice of pastoral care primarily occurs in the pastoral conversation and engagement with individuals and groups. It may also include preaching, conducting rituals, administration and education within a pastoral context.

The hours over and above the actual practice hours may include research and preparation for ministry and worship services, interdisciplinary meetings, handover and statistical recording;

- 1.3.4 Sixty (60) hours for personal written reflection on experience and written course requirements.

1.4 Practical, written, supervisory and assessment requirements.

The following are guidelines for the course co-ordinator in accrediting a CPE unit. Participants shall be given credit for completing one unit of Clinical Pastoral Education if they have demonstrated that they have satisfactorily:

- 1.4.1 Completed the required hours of pastoral ministry, individual and peer group supervision as set out in 1.3;
- 1.4.2 Established a contract with the individual centre and fulfilled its requirements so that both participant and Centre Director are clear about issues of authorisation and accountability;
- 1.4.3 Identified and worked towards strategic learning goals mutually acceptable to the participant and the supervisor;
- 1.4.4 Within the supervisory process, critically reflected upon their experience of providing pastoral care;
- 1.4.5 Requirements to be completed during the unit include:
 - 1.4.5.1 A minimum of eight reports of their pastoral ministry to people;
 - 1.4.5.2 The participant's CPE goals;
 - 1.4.5.3 A faith/spirituality and ministry story;
 - 1.4.5.4 Case study;
 - 1.4.5.5 Mid-term and final evaluations;
 - 1.4.5.6 Participants may be asked to complete other papers, presentations and journals as required.

Each participant is required to make at least eight presentations from the above, for peer feedback in the learning group. Requirements 1.4.5.2 to 1.4.5.5 are to be presented in the learning group. The remaining requirements will be presented for written supervisory annotation and discussion in individual supervision.

1.5 Objectives of CPE Level 1

This level requires competency in each of the following dimensions.

1.5.1 Actual Ministry as a Pastoral Carer

This means demonstrating: -

- 1.5.1.1 The ability to engage in actual ministry to people with varied experiences;
- 1.5.1.2 A capacity to listen reflectively, identify the person's agenda and attend appropriately;
- 1.5.1.3 The ability to initiate pastorally caring relationships;
- 1.5.1.4 A developing capacity to engage with the inter-disciplinary staff;
- 1.5.1.5 A capacity to consider and experiment with varied approaches to pastoral practice.

1.5.2 Reflective Observations on Ministry

This means demonstrating: -

- 1.5.2.1 An ability to articulate, evaluate and reflect in writing on their ministry and its effect on others;
- 1.5.2.2 The capacity to engage in reflective conversation about their ministry with peers and supervisor;
- 1.5.2.3 Growing awareness of how their assumptions, attitudes, values, story, strengths and limitations affect their pastoral care;
- 1.5.2.4 A capacity to evaluate their relationships with their peers, supervisors and inter-disciplinary staff;
- 1.5.2.5 Some demonstration of their capacity to use the action reflection model and to evaluate progress towards their goals and objectives;
- 1.5.2.6 An ability to engage in self and peer supervision, that is, the ability to hear, engage and reflect upon the support and feedback offered by the CPE peer group.

1.5.3 Theological/Spiritual Reflection

This means demonstrating: -

- 1.5.3.1 The capacity to reflect upon particular encounters and pastoral experience within a theological/spiritual framework;
- 1.5.3.2 The capacity to reflect upon and evaluate the meaning of the pastoral role in relation to the participant's theology/spirituality and identity as a pastoral carer;
- 1.5.3.3 The ability to explore how the insights gained from the participant's theological/spiritual reflection on pastoral experience can be incorporated into subsequent practice.

2.0 ADVANCED CLINICAL PASTORAL EDUCATION - GUIDELINES

To gain certification as having completed a unit of Clinical Pastoral Education at an Advanced Level the Candidate will be required to meet with a selected panel of professional people including representatives of pastoral, supervisory and theological traditions. The panel's task is to ensure the Candidate for Advanced Level Certification is competent at all four phases of the experiential cycle of learning. The Candidate for CPE Advanced Certification is required to engage in pastoral ministry in such ways as to demonstrate competence in each phase of the cycle of learning at an Advanced Level. At this meeting the Candidate will be required through prepared documents and personal interview to demonstrate concrete experience, reflective observation, pastoral and theological conceptualisation and active experimentation. At the Advanced Level freedom to depart responsibly from a level one format is important, as is the Candidate's personal security in the absence of well defined roles and boundaries.

2.0.1 Pre-requisites

- 2.0.1.1 At least one certified CPE unit in programmes recognised by ASPEA Inc.;
- 2.0.1.2 The intention to undertake an Advanced CPE Unit must be negotiated with the Centre Director prior to the commencement of the Unit.

2.1 Concrete Experience as a Competent Pastor

This means: -

- 2.1.1 The ability to provide written documentation of an effective ministry to a wide range of people experiencing both life and developmental crises within themselves, their families and their communities;
- 2.1.2 A capacity to listen, identify the person's agenda and clarify the pastoral opportunities in any given situation;
- 2.1.3 The ability to attend to emergencies, to make appropriate decisions and confront the hard choices of truth and power;
- 2.1.4 Competence to move in and be accepted by inter - disciplinary staff, security of identity, personality and authority and capacity when stressed to care for self and others.

2.2 Reflective Observations on Ministry

This means: -

- 2.2.1 The ability to evaluate and articulate the quality of ministry to people, relationships with peers and supervisors, progress towards goals and objectives;

- 2.2.2 An ability to engage in self and peer supervision;
- 2.2.3 Competence in knowing and articulating a preferred ministry style, naming the skills used and assessing their appropriateness.

2.3 Abstract Theological and Pastoral Conceptualisations

This means: -

- 2.3.1 The capacity to develop general pastoral principles from the detail of individual conversations and case studies;
- 2.3.2 The capacity to extrapolate from particular encounters insights into general theological concepts;
- 2.3.3 The capacity to consider and explore in what way the particular challenges or reframes a general theological theme or concept;
- 2.3.4 The ability to explore in what way the particular situation has value for future ministry to the person concerned, or in ministry to others, or for the ministry of the Church in general.

2.4 Active Experimentation and Integration

This means: -

- 2.4.1 Ability to incorporate new learning into subsequent ministry practice and professional relationships;
- 2.4.2 Ability to consider alternative approaches to ministry, a variety of stances with people, and a range of strategies.

2.5 Committee Arrangements

The Candidate, in consultation with their Supervisor will be required to form a Committee of five professional people and to make the necessary arrangements. The Committee shall consist of:

- i The Candidate's supervisor,
- ii At least two more ASPEA Inc. Supervisors (a maximum of one Provisional Pastoral Supervisor),
- iii At least one member shall be a representative from the Candidate's ministry placement and/or spiritual tradition.

The Centre Director, in consultation with the Supervisor, determines who will Chair the committee. It is recommended that Candidates pay an honorarium of thirty dollars (\$30) to each member of the Committee to cover travelling and out of pocket expenses.

2.6 Written Requirements

The Candidate will be required to provide the following materials typed double spaced on no more than twenty (20) A4 pages (plus Appendix) securely bound and delivered to each member of the Committee, two weeks before the meeting. Final Evaluation can be presented three days prior to the meeting.

- 2.6.1** A brief statement of request to the Committee.
- 2.6.2** A verbatim report of a pastoral conversation including any prayer or other religious resources used with a person or persons, and evaluation of that ministry.
- 2.6.3** A comprehensive case study and evaluation of a pastoral ministry with one particular person or family, including a report of an inter professional contact with a pastoral purpose.
- 2.6.4** An essay, not exceeding 1,500 words on a subject demonstrating the ability to reflect upon a single case or selection of cases, in a way that shows integration of theology and ministry.
- 2.6.5** Final Evaluation for the CPE Unit.
- 2.6.6** Appendix
 - i. Include Final Evaluations of other CPE Units,
 - ii. An updated autobiographical statement, including an account of your faith journey and development,
 - iii. A copy of this document,
 - iv. Should the Candidate have conducted their ministry in a context other than the Centre, a letter of support from their Pastoral Administrator.

PASTORAL SUPERVISOR

3.0 ACCREDITATION FOR SUPERVISORY RESPONSIBILITIES AS A PASTORAL SUPERVISOR

The Association for Supervised Pastoral Education in Australia Inc. (ASPEA Inc.) recognises the role of the Pastoral Supervisor as integral to the discipline of Clinical Pastoral Education (CPE). Pastoral Supervision is the foundation upon which succeeding levels of clinical pastoral supervision are built.

Those seeking to begin pastoral supervisory training will have demonstrated their identity as a pastoral carer and competency in the practice of pastoral care. The candidate for supervisory training will, in consultation with their supervisor and peers, have discerned their readiness to make the transition to supervision.

Pastoral supervision aims to develop in CPE participants' qualities and abilities which facilitate the enjoyment of, competence in, and satisfaction with, their pastoral ministry. The emphasis of the Pastoral Supervisory level is to assist the CPE participant to gain a sense of pastoral identity and professional competency. In a CPE Unit the Provisional or accredited Clinical Pastoral Supervisor and/or Clinical Pastoral Educator administers and co-ordinates the CPE Unit. The Pastoral Supervisor works collaboratively with these supervisors.

The prime responsibilities of the Pastoral Supervisor are:

- 3.0.1 To provide individual supervision for level one and, where appropriate, post level one and advanced CPE participants.
- 3.0.2 To facilitate clinical seminars and case conferences, with the exception of open agenda groups, as specified by the course coordinator.
- 3.0.3 To complete the written requirement as stipulated in 3.5.11.c

3.1 Pre-requisites

The candidate seeking to commence being a Provisional Pastoral Supervisor shall:-

- 3.1.1 Be ordained, professed, commissioned, licensed or attested as in good standing for pastoral ministry by a recognised Religious/Faith/Spiritual Community;
- 3.1.2 Hold current full membership with ASPEA Inc. under the provision of By-Law 5 Section 1;
- 3.1.3 Have successfully completed at least three units of CPE **one of which must be at an Advanced level**. Candidates may request equivalency from programmes involving group and individual supervised ministry/pastoral practice.

Candidates seeking equivalency need to document their case and submit this to the Registration & Certification Committee.

- 3.1.4** Have completed a unit of CPE within three years of application, or be actively employed as a pastoral carer and receiving regular professional supervision, or be actively involved in the Executive or a Committee of the Association;
- 3.1.5** Have demonstrated to an Ad Hoc Committee their identity and competency as a pastoral carer, an awareness of the current practices of clinical pastoral education and the supervisory responsibilities required by ASPEA Inc. Standards;
- 3.1.6** Have completed a minimum of four units, only two of which may be CPE, towards a bachelor degree or graduate diploma in theology, or studies recognized as equivalent by the Melbourne College of Divinity (MCD). The candidate is to be actively pursuing further theological studies at a tertiary level. Where the candidate for supervisory training comes from a major world faith, other than Christianity, she or he, prior to commencing to act as a pastoral supervisor shall have successfully completed study in that faith and practice, equivalent to the number of hours of two units of a Bachelor of Theology. The peak body of that faith tradition in Australia must recognize the form and content of this study. The candidate shall be actively pursuing further studies in that tradition:
- 3.1.7** Have negotiated with a Centre Director to pursue supervisory training within their Centre and received written confirmation of this arrangement;
- 3.1.8** Have gained the recommendation 'Readiness to begin as a Provisional Pastoral Supervisor' by an Ad Hoc Committee of Review.

3.2 Presentation to Ad Hoc Committee of Review

Roles of the Committee:

- To consider the claims of the supervisory candidate regarding their identity and competency as a pastoral carer;
- To determine their readiness to begin training as a Pastoral Supervisor.

3.2.1 Committee arrangements:

The Ad Hoc Committee shall be organised by the Director of the CPE Centre in which the Candidate is seeking to act. The Committee shall consist of five members comprising:-

- i. The Candidate's Centre Director or delegate, who will chair the Committee;
- ii. At least two ASPEA Inc. Supervisors (either CPE; Provisional Clinical Pastoral Educator or Clinical Pastoral Educator);
- iii. At least two Pastoral Supervisors.

3.2.2. The Candidate is to provide the Centre Director with a cheque made out to ASPEA Inc. for the prescribed fee two weeks prior to the review. The Centre Director will inform the ASPEA Inc Treasurer of the Committee membership for remuneration.

Required Materials:

3.2.3 The Candidate shall provide written materials to the Committee two weeks prior to the meeting. The materials include the following:-

- i. A cover sheet containing such information as name, address, present position, religious or faith affiliation, relevant degrees, diplomas and certificates, relevant professional occupational background and experience in Clinical Pastoral Education.
- ii. A statement of request by the candidate of this Review Committee;
- iii. An updated autobiographical narrative, including theological/philosophical reflection upon the candidate's spiritual journey
- iv. A copy of the findings and recommendations from the Candidate's presentation to any previous Advanced and Ad Hoc Committees;
- v. A copy of the Candidate's most recent CPE Final Evaluation.
- vi. A paper of no more than 1500 words, addressing the Candidate's understanding and experience of pastoral supervision within CPE. This paper will also explore why the Candidate seeks to enter training and what the candidate brings to supervisory practice.

The candidate shall **also** provide **EITHER:**

- vii. A comprehensive report and critical evaluation of the Candidate's functioning as a pastoral carer over a seven-day period. The report of no more than 2500 words should include:-
 - a) The criteria used to determine daily pastoral priorities and how these priorities were followed through;
 - b) An evaluation of any tensions experienced between pastoral, administrative, priestly, prophetic and preaching responsibilities;
 - c) Description of how boundaries were discerned and established by the Candidate and an evaluation of the Candidate's capacity to stay within them;
 - d) A journal and evaluation of the relationships engaged in during one eight hour day of pastoral practice;
 - e) A report and assessment of one pastoral encounter of particular note, including theological/spiritual reflection of the encounter.

OR

- viii. A comprehensive report and critical evaluation of the Candidate's pastoral care of one person/s or place, over an extended period. The report of no more than 2500 words should include:-

- a) An assessment of the Candidate's practice based upon clinical materials such as reports of pastoral conversations or critical incident reports;
- b) A description of the manner in which particular pastoral issues were negotiated;
- c) Description of how boundaries were discerned and established by the candidate and an evaluation of the candidate's capacity to stay within them;
- d) An evaluation of the care offered, including consideration of the strengths and limitations of this care
- e) Theological/spiritual reflection on this evaluation

3.3 Application to begin as a Provisional Pastoral Supervisor

Having gained the recommendation 'readiness to train as a Pastoral Supervisor", by an Ad Hoc Committee, the Applicant shall apply by letter to the Chairperson of the Registration and Certification Committee. The letter of application shall include:-

- 3.3.1** Evidence of fulfilment of Pre-requisites 3.1;
- 3.3.2** A copy of the Centre Director's letter to the Candidate, stating the outcomes of the Ad Hoc Committee of Review;
- 3.3.3** A supporting letter from the Director of the CPE Centre in which the applicant has negotiated to as a Provisional Pastoral Supervisor. (Refer to Standard 7.12).

3.4 Approval and Registration

When the application to train as a Pastoral Supervisor has been approved by the Registration and Certification Committee and ratified by the Executive of ASPEA Inc. the Association Secretary shall notify the applicant that Provisional Supervisory status has been approved.

- 3.4.1** On receipt of written advice of approval, the successful candidate may begin as a Provisional Pastoral Supervisor.

3.5 Training in Pastoral Supervision:

Concrete Experience and Active Experimentation as a Provisional Pastoral Supervisor
This means: -

Following the preceding negotiations, Provisional Pastoral Supervisors may train for up to three years from the commencement of the first unit, in the Centre(s) that has/have accepted them in this role. A Provisional Pastoral Supervisor shall do so with an

accredited supervisor authorised to co-ordinate and conduct CPE units and will be supervised by a Clinical Pastoral Supervisor or Clinical Pastoral Educator.

During the Provisional period the Candidate's experience in Pastoral Supervision should include the following:-

- 3.5.1** Participation in the selection of CPE participants;
- 3.5.2** The conducting of orientation seminars and institution tours;
- 3.5.3** The facilitation of selected seminars with a Provisional or accredited Clinical Pastoral Supervisor or Clinical Pastoral Educator present;
- 3.5.4** The provision of the required individual supervision in at least three and no more than four CPE units;
- 3.5.5** The provision of individual supervision for a minimum of six participants over three or more units of CPE;
- 3.5.6** Individual supervision of no more than two thirds of the participants in a group and in no case exceeding three participants in any one unit;
- 3.5.7** Conjoint leadership of mid-unit and final evaluation seminars;
- 3.5.8** Ongoing applied pastoral practice in a parish, institution, or community agency.

When possible it is desirable that a Provisional Pastoral Supervisor participates in the life of ASPEA Inc. and in-service training and conferences for Supervisors.

Reflective Observation and Integration of Pastoral Supervisory Training

Requirements when a Provisional Pastoral Supervisor includes the following:

- 3.5.9** Ten (10) hours of individual supervision in each CPE unit, provided by the Centre Director or a Clinical Pastoral Supervisor or Clinical Pastoral Educator as delegated by the Centre Director. At the conclusion of each unit, the supervisor will provide an evaluation of the Provisional Pastoral Supervisor's concrete experience, active experimentation and reflective observation in supervision.
- 3.5.10** Engagement in post seminar and group reviews with supervisory colleagues participating in the unit of CPE;
- 3.5.11** Written evaluations of each CPE unit. Each evaluation to include:
 - a) An evaluation of the Candidate's learning from their supervisory relationships with: each CPE participant individually supervised, the Centre Director, their supervisor, the Course Coordinator and course peer supervisors;

- b) Demonstration of their competency to function as a Pastoral Supervisor as set out in 3.8.
- c) A written one page report of their supervision of each CPE participant supervised. This report is to include the CPE participant's goals; the Provisional Pastoral Supervisor's goals and interventions in response to the participant's learning needs, and how these influenced the outcomes for the participant. This report will be kept for five years in the CPE Centre files.

Abstract Conceptualisation in Pastoral Supervision

Provisional Pastoral Supervisors are required to engage in the following Education in Supervision within ASPEA Inc. prior to presentation for accreditation at this level:

3.5.12 With a peer group, complete a course of supervisory education. It is recommended that such a course include a minimum peer group of three Provisional Pastoral Supervisors and involve supervisors from different centres to enhance collegiality and peer-ship within ASPEA Inc. The course shall be conducted by an Accredited or Provisional Clinical Pastoral Educator and be of 15 hours duration.

The course curriculum shall provide the following opportunities for pastoral supervisors in training:

- To explore the setting of goals and objectives, methodologies for effective supervisory interventions and the evaluation of learning outcomes.
- To share reporting of supervision and to begin the process of conceptualising their supervisory acts
- To address the issues of the philosophy of pastoral supervision,
- To consider the aspects of group life and process impacting on individual participants' learning
- To study the ASPEA Inc Standards

3.5.13 Completion of ten (10) hours of individual education, within the context of a CPE unit, with an Accredited or Provisional Clinical Pastoral Educator. This education would focus upon: -

- The application and integration of pastoral supervisory practices and theory, particularly in relation to ASPEA Inc. standards and tradition;
- The process of application for review;
- The preparation of written materials;
- The exploration of a candidate's relationship with ASPEA Inc.

3.6 Application for Accreditation as a Pastoral Supervisor

Written application by the Candidate to the Registration and Certification Committee for permission to present for Review as a Pastoral Supervisor should be in the hands of the Committee Chairperson three months prior to the review.

The written application will include:

- 3.6.1** Written documentation and supporting evidence that the Candidate has fulfilled the experience required under Standards 3.5. Each clause should be addressed individually, including dates of CPE units, names of CPE participants supervised and names of Candidate's supervisors.
- 3.6.2** A cheque for the prescribed fee for the review, which includes a non-refundable application fee.
- 3.6.3** A copy of the letter from ASPEA Inc. giving notice of the Candidate's registration as a Provisional Pastoral Supervisor.
- 3.6.4** Evidence of current good standing in a Faith/Religious Community.
- 3.6.5** Evidence of current ASPEA Inc. membership.
- 3.6.6** Letter of support from CPE Centre Director/s.

3.7 Accreditation Process: Preparation of Documentation

A Review Committee is concerned with the candidate's ability to demonstrate the personal and professional competence essential for pastoral supervision. ASPEA Inc. recognises supervision as a senior professional discipline and expects all materials to demonstrate that level of functioning. The following written materials are required:-

- 3.7.1** A cover sheet containing such information as name, address, present position, spiritual/religious or faith affiliation, relevant degrees, diplomas and certificates relevant professional occupational background and experience in CPE;
- 3.7.2** A statement of request by the candidate of this Review Committee;
- 3.7.3** An updated autobiographical statement that includes theological/spiritual reflection upon the candidate's personal spiritual journey;
- 3.7.4** Copies of previous review committee findings;
- 3.7.5** A copy of each evaluation written by the Candidate's Supervisor as required in 3.5.9;
- 3.7.6** A copy of the evaluations written by the Candidate's Educator(s) of the "Education in Supervision within ASPEA Inc." as required in 3.5.12 and 3.5.13;
- 3.7.7** Copies of the one page reports required by 3.5.11.c;

- 3.7.8** A comprehensive report and critical evaluation of the supervision of one CPE participant engaged in a Level One CPE Unit. The report, of no more than 2000 words, should be evidenced by clinical materials, the Candidate's comments on verbatim reports and excerpts from supervisory conferences.

The report should include:

- a) A brief description of the participant and their placement.
- b) A description and evaluation of the:
 - goal setting process involved in assisting the CPE participant to set clear, realistic and achievable goals;
 - goal setting process for their supervision of the CPE participant;
 - contribution by the Candidate to the planning of the CPE participant's pastoral placement;
 - contribution of the Candidate to the planning of the educational programme to be undertaken in the group;
 - Candidate's articulation and modelling of pastoral care and how this contributed to the development of the CPE participant's pastoral competency;
 - supervisory stances and attitudes which were employed in supervision and their effectiveness in the emergence of the CPE participant's pastoral identity.

- 3.7.9** An essay that explores the supervisor's theological/spiritual perspective in relation to their practice of pastoral supervision. The essay needs to be grounded in specific supervisory experiences and include an exploration of how their theology/spirituality informs, enlightens or challenges their supervisory identity or vice versa. The essay is to be of no more than 2000 words and include a bibliography if secondary resources are used. The following questions may assist in writing the essay:-

- How does the candidate's theology/spirituality help in understanding the supervisory relationship?
- What theologians or theological/spiritual resources inform the Candidate's practice of supervision?

- 3.7.10** The Appendix will include:-

- a) Copies of the Candidate's written evaluations of each CPE unit as a Provisional Pastoral Supervisor as required in 3.5.11 and written evaluation of their "Education in Supervision within ASPEA Inc." as required in 3.5.12 and 3.5.13;
- b) Copy of the final evaluation written by the CPE participant referred to in 3.7.8;
- c) A letter from the Centre Director/s which declares that consent forms from those CPE participants whose evaluations are included with this document are held in the Centre/s files.

3.8 Accreditation Process: Demonstration of Competencies

In order to be accredited as Pastoral Supervisor a Candidate shall demonstrate the following:-

3.8.1 Competency in pastoral practice

Ability to model, articulate and evaluate the pastoral role in a professional context.

3.8.2 Competency in pastoral supervision

Pastoral supervisory practice includes the following:

- i. Ability to evoke and develop a sense of pastoral identity and professional self-worth within the CPE participant.
- ii. Ability to review CPE participants' written work, and to discuss and evaluate their pastoral engagements.
- iii. Ability to articulate and explore spirituality in the context of pastoral practice and supervision.
- iv. Ability to assist the CPE participant:
 - to clarify priorities and establish boundaries in their pastoral practice
 - to function effectively within a variety of pastoral context
 - to practice the art of theological/spiritual reflection
 - to demonstrate within their pastoral practice professional and ethical conduct that complies with the ASPEA Inc. Code of Ethics

3.8.3 Competency in Theological/Spiritual Reflection of pastoral supervisory practice:

Ability to:

- reflect upon and evaluate particular supervisory experiences within a theological/spiritual framework
- consider how their theological/spiritual framework informs their supervisory practice and identity

3.9 Accreditation Process: Review Committee

The committee shall normally comprise five (5) members drawn wherever possible from different accredited centres, gender and faith traditions. Each Review Committee appointed by the Registration and Certification Committee shall consist of:

- at least two Pastoral Supervisors
- at least one Clinical Pastoral Supervisor
- at least one Clinical Pastoral Educator
- The Director of the CPE Centre in which the Provisional Pastoral Supervisor has worked or the Director's delegated Clinical Pastoral Supervisor.

3.9.1 Roles of the Committee Members

- One member, preferably a Pastoral Supervisor, shall be appointed presenter and shall provide a written review and evaluation of the Candidate's materials. Copies of this report shall be provided for each member of the committee.
- Another member, other than the Centre Director and preferably a Clinical Pastoral Educator, shall be appointed committee chairperson. The chairperson shall provide a written report and recommendation to the next meeting of the Registration and Certification Committee. Copies of the Presenter's and Chairperson's report shall be available to the Candidate on request to the R & C Committee.
- All members to consider the claims of the Candidate regarding their supervisory identity and competency and to determine their readiness to be accredited as a Pastoral Supervisor. This consideration can be undertaken in the light of the Assessment Tool for Accreditation as Pastoral Supervisor.

3.9.2 The Candidate in consultation with the Centre Director ensures that the centre arranges a venue and hospitality e.g. refreshments for the Review Committee.

3.9.3 The Candidate is to include with the materials a covering letter indicating date, time, directions to the location of the Committee, and the cost and availability of parking or travel arrangements.

3.10 Withdrawal from Pastoral Supervisory Training

3.10.1 If after the completion of one or more CPE Units, a Provisional Pastoral Supervisor decides to discontinue their training, they and the Centre Director, will notify the Registration and Certification Chairperson of the Provisional Pastoral Supervisor's decision to cease supervisory training.

3.10.2 If after the completion of one or more CPE units a Provisional Pastoral Supervisor ceases to supervise but intends to return to their training, the Provisional Supervisor will write to the Registration and Certification Chairperson requesting temporary leave. This request needs to include a supporting letter from the Centre Director.

3.10.3 If the leave exceeds 24 months and the supervisor on leave wishes to resume their Provisional status, they will write to the Registration and Certification Chairperson for an interim review. This request needs to include a supporting letter from the Centre Director. This committee will be arranged by the Registration and Certification Chairperson.

The review materials will include:-

- a) Written evaluation of each unit as an Provisional Pastoral Supervisor (as per 3.5.11);
- b) A draft of the essay required for 3.7.9;
- c) A statement of the salient features of their pastoral practice, pastoral supervision and future directions.

Post Accreditation responsibilities and accountability

Following accreditation the Pastoral Supervisor negotiates with a Centre Director to supervise within their Centre. The Pastoral Supervisor is authorised to supervise within CPE units, under supervision by an accredited or Provisional Clinical Pastoral Supervisor or Clinical Pastoral Educator.

The following sections are intended to provide guidelines for Pastoral Supervisors, Course Conductors and Centre Directors functioning within a CPE unit.

3.11 Responsibilities of a Pastoral Supervisor

The emphasis for the Pastoral Supervisor is to assist the participant in gaining a sense of pastoral identity and professional self-worth. Pastoral Supervision aims to develop in participants' qualities and abilities, which facilitate the enjoyment of and competence in their pastoral practice. The responsibilities for administration, group co-ordination, direction and education associated with accreditation belong to other supervisory levels.

In a CPE unit, the Pastoral Supervisor is responsible for:-

- individual supervision for selected level one and where appropriate, post level one and advanced CPE participants;
- supervision of no more than two thirds of the participants in a group and in no case exceeding three selected participants in any one unit;
- leadership within the context of clinical seminars and case conferences as specified by the course co-ordinator;
- active support to the Provisional or accredited Clinical Pastoral Supervisor or Clinical Pastoral Educator conducting the course;
- a one page report of their supervision of each CPE participant supervised to be maintained for five years in the Centre files. (Guidelines for the Report as per 3.5.11c).

Accountability of the Pastoral Supervisor

3.12 Accountability to the Centre Director

At all times the Pastoral Supervisor will be accountable to the Centre Director for functioning in the courses of CPE within the Centre.

The Centre Director ensures that the Pastoral Supervisor receives ongoing individual and/or peer group supervision appropriate to their professional standing. Relevant professional development, including pastoral, theological, and supervisory education, will also be encouraged by the Centre Director.

3.13 Accountability for Professional Development

Within the five year review period, the pastoral supervisor must complete 100 points of professional development for supervisors, of which at least 25 points shall be conducted within ASPEA Inc. and related to supervisory practice. Usually this would reflect a variety of Professional Development Activities. See Appendix III for ASPEA Inc Professional Development Points.

3.14 Responsibilities of the Course Conductor

The Course Conductor (Accredited or Provisional Clinical Pastoral Supervisor or Clinical Pastoral Educator) shall:-

- be responsible and accountable to the institution management in which the CPE participants are placed for the conduct of the CPE unit;
- attend and have oversight of all clinical seminars and case conferences in the CPE unit;
- welcome and orientate CPE participants to the CPE programme;
- be responsible for the oversight and facilitation of group development and functioning;
- direct the work of the Provisional or Accredited Pastoral Supervisor and consult directly with them on at least five occasions during each unit to plan, monitor and evaluate the CPE unit;
- ensure that the Provisional or Accredited Pastoral Supervisor writes a one page report of their supervision of each CPE participant, to be maintained for five years in the Centre files;
- ensure that the records of the Provisional or Accredited Clinical Pastoral Supervisor or Clinical Pastoral Educator conducting the course are filed in the CPE Centre.

3.15 Continuation of Provisional Status

A Candidate not accredited as a Pastoral Supervisor following review may be permitted to continue to act within approved programmes of CPE for such periods as the Registration and Certification Committee shall determine.

3.16 Review of accreditation

Accreditation as a Pastoral Supervisor is subject to ongoing review after five years. However, the ASPEA Inc. Executive reserves the right to request a review at such times as deemed necessary. In the period under review, it is expected that the applicant shall have supervised in at least one CPE unit and completed the Association's Professional Development requirements for a Pastoral Supervisor. Accreditation will lapse for a supervisor who has not fulfilled these requirements within a five year period. Pastoral Supervisors who are unable to meet this requirement must appeal in writing to the Registration and Certification Committee, detailing reasons to support their request for an extension of their accreditation. This request must be accompanied by a letter of support from their Centre Director.

3.16.1 Application for Review of accreditation

Written application for review of accreditation shall be made to the Chairperson of the Registration and Certification Committee by July 1 of the year in which the fifth year of accreditation is completed. This application will include a copy of the Supervisor's Professional Development Log Book, together with a cheque for the prescribed review fee. The review shall take place in the first half of the following year. It is understood that application for review provides conditional extension of accreditation up to the review date.

3.16.2 Review of Accreditation Committee

The Review Committee shall be organized by the Chairperson of the Registration and Certification Committee in consultation with the ASPEA Inc. President and the Supervisor to be reviewed. The five member Committee shall consist of a majority of supervisors accredited as Pastoral Supervisors and other Consultants as required. The Review Committee shall be chaired by the President or delegated representative, who shall present a report and recommendation to the Registration and Certification Committee.

The Candidate in consultation with the Centre Director ensures that the centre arranges a venue and hospitality e.g. refreshments for the Review Committee.

The Candidate to include with the materials a covering letter indicating date, time, directions to the location of the committee, and the cost and availability of parking or travel arrangements.

3.17 Materials for Review of Accreditation

The following materials are required:

- i. A cover sheet and recommendations from the previous Committee.
- ii. An evaluation (of no more than 5,000 words) of the salient features of their professional experience since their last accreditation. This could include evidence from their pastoral practice and pastoral supervision; and consideration of their relationships with CPE participants, ASPEA Inc. Supervisors, ASPEA Inc., Institution and Church authorities.
- iii. Evaluations of the applicant's supervision of two CPE participants, ensuring that they include contrasting supervisory experiences, not exceeding 500 words each.
- iv. An evaluative statement attesting to the impact of professional development undertaken according to Standard 3.13 on the supervisor's practice.
- v. A statement addressing the Pastoral Supervisor's plans for the future. (Limited to 500 words).
- vi. A report from the Centre Director, which addresses the professional supervisory practice of the Pastoral Supervisor within the CPE Centre.
- vii. Final Evaluations of each of the two CPE participants referred to in 3.17.iv included as an Appendix.

4.0 ACCREDITATION FOR SUPERVISORY RESPONSIBILITIES AS A CLINICAL PASTORAL SUPERVISOR

The Association for Supervised Pastoral Education in Australia Inc. recognises CPE supervision as a senior professional discipline. Accreditation as a Clinical Pastoral Supervisor is the accreditation required to conduct an independently registered programme.

4.1 Functions of the Clinical Pastoral Supervisor

The Clinical Pastoral Supervisor is authorised to conduct and may be the Centre Director of an independently registered programme of CPE maintaining the Standards of the Association, and in dialogue and fellowship with supervisory colleagues. The Clinical Pastoral Supervisor may supervise the work of level one, post level one and advanced students singly or in small groups. The Clinical Pastoral Supervisor may direct and co-ordinate the work of one or more Pastoral Supervisors, but is not authorised to provide "education in supervision" (See Sections 3.5, 3.6 and 3.12 of the Association Standards).

4.1.1 Supervisory experiences at this level follow the decision to begin to act as a Clinical Pastoral Supervisor. Such a decision shall be taken in consultation with a supervisor accredited or provisional as a Clinical Pastoral Educator.

4.1.2 Candidates intending to become a Provisional Clinical Pastoral Supervisor will have completed a bachelor degree in Theology. Prospective candidates who believe they have equivalent theological competence will need to demonstrate that to a Committee appointed by the Registration and Certification Committee before proceeding to act. Exception is made for candidates, who were accredited as Pastoral Supervisors prior to 1st January, 1993. The theological competence of these candidates will be assessed at the time of review as a Clinical Pastoral Supervisor.

4.2 Period of Education

A candidate may, after due notification to the Registration and Certification Committee, function as a provisional Clinical Pastoral Supervisor for a period of up to three years. Any extension beyond this period would require the application to, and the specific approval of, the Registration and Certification Committee.

4.3 Education in Supervision

"Education in supervision" implies the specific education of the candidate in the philosophy and methodology of supervision by a Clinical Pastoral Educator or person Provisional at that level, as distinct from the candidate being supervised in supervision. It should be noted that if the Clinical Pastoral Supervisor is Provisional as a Clinical Pastoral Educator and providing the "education in supervision", the Clinical Pastoral

Supervisor shall present for accreditation as an Educator within three years or within six months of completing the required units of education in supervision referred to in 5.6.

4.4 Peer group courses in Supervisory Education

Prior to presentation for certification as a Clinical Pastoral Supervisor, it is considered desirable that candidates take a course of supervisory education. It is suggested that such a course include a minimum peer group of three Accredited Pastoral Supervisors and be of thirty hours duration. The course curriculum shall attempt to integrate the theory and practice of supervision. The course shall study relevant papers on the methodology, philosophy, spirituality, theology and practice of clinical pastoral supervision. It shall give attention to the study of the standards set by the Association (ASPEA Inc.) and shall provide the opportunity for supervisors in training to review the written brief and/or detailed accounts of their supervision and evaluate their progress.

4.5 Intention to practice as a Provisional Clinical Pastoral Supervisor

The Chairperson of the Registration and Certification Committee should be notified of the supervisor's intention to practice as a Provisional Clinical Pastoral Supervisor with a supporting letter from the Centre Director in which the courses will be conducted and from the Clinical Pastoral Educator who will be conducting the "education in supervision".

4.6 Required practical experience

Following the preceding negotiations, the Candidate may be a Provisional supervisor for a minimum of two and no more than four CPE units within three years. During the Provisional period, the candidate's experiences in supervision should include the following:

4.6.1 Planning, Conducting and Evaluating

Actual planning, conduct and evaluation of at least two courses, each of ten weeks duration or longer (or the equivalent in part-time courses) in a satisfactory manner and involving a minimum of three different students in each course (see 1.2) and under the oversight of the Director of the Registered CPE Centre in which the courses are being conducted. A written evaluation of each unit as a Provisional Clinical Pastoral Supervisor is required.

4.6.2 Changes to Provisional Supervisory Status

- 4.6.2.1 If after the completion of one or more CPE Units a Provisional Clinical Pastoral Supervisor decides to discontinue their training as a Clinical Pastoral Supervisor, they and the Centre Director,

will notify the R&C Committee Chairperson of the Provisional Clinical Pastoral Supervisor's decision to cease supervisory training.

4.6.2.2 If after the completion of one or more CPE units a Provisional Clinical Pastoral Supervisor ceases to act but intends to return to their training, the Provisional supervisor will write to the R&C Committee Chairperson requesting temporary leave. This request needs to include a supporting letter from the Centre Director.

4.6.2.3 If the leave exceeds 24 months and the supervisor on leave wishes to resume their Provisional status, they will write to the R&C Chairperson for an interim review. This request needs to include a supporting letter from the Centre Director. This committee will be arranged by the R&C Chairperson. The review materials will include:

4.6.2.3.1 Written evaluation of each unit as a Provisional Clinical Pastoral Supervisor (as per 4.6.1)

4.6.2.3.2 Written one page report of their supervision of each participant supervised (as per 4.8.9)

4.6.2.3.3 A draft of the essay required for 4.8.11

4.6.2.3.4 A statement of the salient features of their clinical supervision and future directions (as per 4.8.13.2 and 4.8.13.4).

4.6.3 Integrating Education in Supervision

One of the courses (4.6.1) shall be under the supervision of a Clinical Pastoral Educator for the purpose of further "education in supervision". It is recommended where possible that this supervision be independent of the clinical centre context in order that the focus is clearly upon integrating "education in supervision".

4.6.4 Level One and Post Level One Units

Actual supervision of participants in CPE Level One as well as participants undertaking units of CPE beyond the initial unit of training.

4.6.5 Co-ordination of Pastoral Supervisors

Actual co-ordination, direction and oversight of the work of one or more Pastoral Supervisors and/or Provisional Pastoral Supervisors. A Candidate seeking accreditation as Clinical Pastoral Supervisor who has not coordinated, directed or had oversight of the work of one or more Pastoral Supervisor/s, is eligible for accreditation but shall demonstrate the possession of the skills and sensitivity needed for this task, as part of the review. (see 3.12.3.)

4.7 Application for Review

Reviews will be held in April/May and October. Written application by the Candidate to the Registration and Certification Committee for permission to present for Review as a Clinical Pastoral Supervisor should be in the hands of the Committee Chairperson on the 1st day of the month three months prior to the review.

Checklist of Requirements to Accompany Review Application:

- 4.7.1** Written demonstration that each of the requirements in 4.6 has been met.
- 4.7.2** A cheque for the prescribed fee for the review and an additional non-refundable application fee.
- 4.7.3** Copy of Pastoral Supervisor Certificate.
- 4.7.4** Evidence of current ecclesiastical status or faith affiliation.
- 4.7.5** Evidence of current ASPEA Inc. membership.
- 4.7.6** Copy of certificate for one unit of "peer group education in supervision" and a letter or certificate confirming that Standard 4.6.3 has been met.
- 4.7.7** Letter(s) from the Director(s) of the Registered CPE Centre(s) where the two (or more) courses of CPE were conducted.

4.8 Guidelines for Candidates Preparing Materials for Review Committee as a Clinical Pastoral Supervisor

A review committee is concerned with the Candidate's ability to demonstrate the personal and professional competence essential for practice as a Clinical Pastoral Supervisor. This includes, in addition to the supervision of individuals, the planning, conduct and evaluation of a CPE unit and the supervision of a CPE group and its processes. It is expected that all materials will demonstrate the level of functioning of a senior professional discipline. The following written materials are required:

- 4.8.1** A cover sheet containing name, address, present position, faith, tradition and/or spiritual affiliation, degrees, diplomas and certificates, professional occupational background, experience in supervised pastoral education, and outcomes of previous ASPEA Inc. reviews.
- 4.8.2** A statement of the request by the Candidate of the Review Committee.
- 4.8.3** An updated autobiographical statement combined with a statement of, and theological reflection upon, the Candidate's spiritual pilgrimage.
- 4.8.4** Copies of previous ASPEA Inc. Review Committee findings.

- 4.8.5** A copy of the evaluation by the Candidate's Supervisor of their review and evaluation of the Candidate's conduct of CPE unit/s. Where the Candidate functioned under different Supervisors, a report from each Supervisor is to be included.
- 4.8.6** A copy of the evaluations by the Candidate's Educator/s for the units of individual (4.3) and peer group (4.4) "Education in Supervision".
- 4.8.6.1 A copy of the evaluation by the Centre Director, in which the course/s were conducted, of the functioning of the Candidate within the Centre.
- 4.8.7** A detailed reflective report including evaluation of the Candidate's supervision as a Provisional Clinical Pastoral Supervisor of one actual CPE Group. The report will include:
- 4.8.7.1 The Candidate's description of each participant included in the Unit and the selection process. The group selected for this write up should include no less than four participants and no more than six. The description of each participant will be limited to 50 words.
- 4.8.7.2 An account of the Candidate's goals for each of the individual participants, including how and why these goals were derived. This account is to include the Candidate's plans and placement of the participants for their ministry or the Candidate's understanding of their ministry setting. The account for each participant will be limited to 50 words.
- 4.8.7.3 A summary description and evaluation of the Candidate's individual supervision of the participants in the CPE Unit under review. The description and evaluation of your supervision of each participant will be limited to 500 words and must include clinical evidence. (This excludes participants supervised by another supervisor.)
- 4.8.7.4 Should the Candidate coordinate a supervisor within the unit under review, a description of the issues attended to in this coordinating role. (Limit 500 words)
- 4.8.7.5 A description and evaluation of the Candidate's leadership and supervision of group process, including the following, each limited to 500 words,
- i. A description and assessment of the group's first meeting;
 - ii. The Candidate's leadership and supervision of a Seminar Presentation by one participant in the early part of the unit;
 - iii. The Candidate's recommendations to each participant at Mid Term Evaluations;
 - iv. The Candidate's leadership and supervision of a challenging group meeting;

- v. The Candidate's leadership and supervision of a Seminar Presentation by one participant in the latter part of the unit;
- vi. The Candidate's leadership and supervision of the final group of the unit.

4.8.8 An essay on a pastoral subject demonstrating the integration of Supervisory issues, sensitivity to the social sciences or personality theory and theological competence. (Limit 2,000 words)

4.8.9 A paper on the Candidate's methodology and understanding of Supervision and Educational Philosophy within the context of CPE. (Limit 2,000 words)

4.8.10 An evaluation of the Candidate's relationship with the Director of the Registered CPE Centre and Supervisors responsible for the Candidate's supervision with reference to specific participants, issues, themes, incidents, and the changes that have taken place in the relationship over the period of training. (Limit 1,000 words)

4.8.11 A statement regarding completion of the issues surrounding the Candidate's functioning as a Provisional Clinical Pastoral Supervisor, including how they have addressed recommendations from their previous committee and their plans for the future. (Limit 1,000 words)

4.8.12 In an appendix the Candidate will include:

4.8.12.1 A copy of the evaluations tabled by the Candidate at the completion of their individual and peer group courses of "education in supervision".

4.8.12.2 Copies of the final evaluations written by the participants who participated in the CPE unit presented by the Candidate being reviewed.

4.9 Presentation of Materials

The candidate's written papers excluding evaluations and cover sheet material shall not exceed the equivalent of fifty (50) A4 single spaced typed pages. Copies shall be provided to each of the review committee members at least fourteen (14) days prior to the scheduled review day.

4.10 The Review Committee

Each review committee, appointed by the Registration and Certification Committee, shall consist of a majority of supervisors accredited as Clinical Pastoral Supervisors.

4.10.1 The committee shall normally comprise five (5) members drawn wherever possible from different accredited centres. One member shall be appointed

~ 30 ~

presenter and shall provide a written review and evaluation of the Candidate's materials. Copies of this report shall be provided for each member of the committee. Another member shall be appointed Committee Chairperson and shall provide a written report and recommendation to the next meeting of the Registration and Certification Committee. Copies of the Presenter's and Chairperson's report shall only be available to the Candidate on the agreement of the review committee.

4.10.1.2 The Candidate ensures that the centre be responsible for arranging a venue and hospitality e.g. refreshments for the Review Committee, in consultation with the Centre Director.

4.10.1.3 The Candidate to include with the materials a covering letter indicating date, time, including directions to the location of the committee and the cost and availability of parking or travel arrangements.

4.11 The Standards, Outcomes, and Objectives for a Clinical Pastoral Supervisor

In order to be accredited as a Clinical Pastoral Supervisor, a candidate shall demonstrate the following minimum requirements: -

4.11.1 Administrative Awareness

Ability to plan, implement and evaluate a unit of CPE. This ability will be in regard to creation of a programme timetable, budget, recruitment, placement of participants, negotiation with management, awareness of the philosophy of the institution and maintenance of records.

4.11.2 Interpersonal Awareness and Competence

4.11.2.1 Ability to relate pastorally to peers, participants, ecclesiastical and institutional authorities in the context of individual and group situations.

4.11.2.2 Ability to recognise and value the cultural differences in relationships and willingness to use consultants in the clarification of issues.

4.11.2.3 Ability to relate to other disciplines within the training context.

4.11.3 Intrapersonal Awareness and Competence

4.11.3.1 Emotional and spiritual maturity.

4.11.3.2 Personal integrity.

- 4.11.3.3 Ability to use personal qualities, experience and self awareness in supervision.

4.11.4 Educational Competence

- 4.11.4.1 Ability to conceptualise a personal philosophy of CPE as a learning theory, recognising the contribution of other educational theorists.

- 4.11.4.2 Ability as an experiential educator, who recognises all aspects of the CPE experience as opportunities for learning and education.

4.11.5 Theological Awareness

- 4.11.5.1 Ability to articulate clearly a personal theological identity.

- 4.11.5.2 Ability to conceptualise a theology of ministry as that theology is expressed in the candidate's supervisory practice.

- 4.11.5.3 Ability to reflect theologically on experience, and experience theology in supervisory practice.

- 4.11.5.4 Ability to help others reflect theologically on experience, and experience theology in the "practicum" of ministry.

- 4.11.5.5 Ability to draw together theory and practice in such a way that each informs the other.

4.12 Continuation of Provisional Status

A person not accredited as a Clinical Pastoral Supervisor following review may be permitted to continue to supervise within approved programmes of CPE for such periods as the Registration and Certification Committee shall determine.

4.13 Ongoing professional accountability

4.13.1 Accountability for Professional Development

Within the five year review period, the Clinical Pastoral Supervisor must complete 100 points of professional development for supervisors, of which at least 25 points shall be conducted within ASPEA Inc. and related to supervisory practice. Usually this would reflect a variety of Professional Development Activities. See Appendix III for ASPEA Inc. Professional Development Points and Log Book.

4.14 Review of Accreditation

Accreditation as a Clinical Pastoral Supervisor is subject to ongoing review after five years or review at such other periods as the Executive of ASPEA Inc. shall from time to time determine in particular instances. It is expected that the applicant has conducted at least one accredited unit of CPE and has met the Association's Professional Development requirements for a Clinical Pastoral Supervisor (4.13.1), within the period under review. Accreditation will lapse for a supervisor who has not fulfilled this requirement within a five year period. Clinical Pastoral Supervisor's who are unable to meet this requirement must appeal in writing to the R&C Committee, detailing reasons to support their request for an extension of their accreditation. Where appropriate, this request must be accompanied by a letter of support from their Centre Director.

On completion of 15 years of practice as a Clinical Pastoral Supervisor and the completion of two accreditation reviews following accreditation as a Clinical Pastoral Supervisor, a supervisor shall not be required to present for Review of Accreditation unless they, or ASPEA Inc. Executive, request a review. The Clinical Pastoral Supervisor will report to R&C every five years of the professional development completed according to ASPEA Inc. Standards.

The Registration and Certification Committee may recommend to the Executive that the Clinical Pastoral Supervisor be awarded an Honorary Fellowship.

A review will be requested by ASPEA Inc. Executive if this body or the R&C Committee, have received written complaints from a Centre Director, or supervisory colleagues, or supervisees. The R&C Committee will recommend to the Executive whether the complaint can be appropriately addressed by either a review committee or the Ethical Standards Committee.

4.14.1 Application for Review of Accreditation

Written application for review of accreditation shall be made to the Chairperson of the Registration and Certification Committee by July 1 of the year in which the fifth year of accreditation is completed. This application will include a copy of the Supervisor's Professional Development Log Book, together with a cheque for the prescribed review fee. The review shall take place in the first half of the following year. It is understood that application for review provides conditional extension of accreditation up to the review date.

4.14.2 Review of Accreditation Committee

The Review Committee shall be organised by the Chairperson of the Registration and Certification Committee in consultation with the President of the Association and the supervisor to be reviewed, and shall consist of a majority of supervisors accredited as a Clinical Pastoral Supervisor. The Review Committee shall be chaired by the President, or delegated representative, who shall present a report and recommendation to the Registration and Certification Committee.

- 4.14.2.1 The Candidate ensures that the Centre be responsible for arranging a venue and hospitality e.g. refreshments for the Review Committee, in consultation with the Centre Director.
- 4.14.2.2 The Candidate to include with the materials a covering letter indicating date, time, including directions to the location of the committee and the cost and availability of parking or travel arrangements.

4.15 Materials for Review of Accreditation

The following materials are required:

- 4.15.1** A cover sheet and recommendations from the previous Committee. An evaluation of the salient features of the Candidate's work as a CPE Supervisor during the past five years highlighting the high and low points in the Candidate's relationship with participants, Pastoral Supervisors, other CPE Supervisors, Clinical Pastoral Educators, the Association, Institution and Church authorities. (The evaluation is to be limited to five A4 typed pages, not exceeding 2,500 words)
- 4.15.2** Evidence of professional development undertaken according to Standard 4.13 and a statement attesting to the impact of this professional development on the Supervisor's practice.
- 4.15.3** A statement addressing the CPE Supervisor's plans for the future (limited to one A4 typed page, not exceeding 500 words).
- 4.15.4** A paper relevant to supervisory issues of a standard suitable for submission in a peer reviewed journal. (Limited to 3,000 words)

5.0 ACCREDITATION FOR SUPERVISORY RESPONSIBILITIES AS A CLINICAL PASTORAL EDUCATOR

The Association for Supervised Pastoral Education in Australia Inc. recognises education in supervision as a senior professional discipline. Accreditation as a Clinical Pastoral Educator is the accreditation required to provide education in supervision according to the standards and constitution of the Association.

5.1 Functions of the Clinical Pastoral Educator

The Clinical Pastoral Educator is authorised to conduct an independently registered programme of CPE maintaining the Standards of the Association, and in dialogue and fellowship with supervisory colleagues. The Clinical Pastoral Educator may supervise the work of level 1, post level 1 and advanced students singly or in small groups. The Clinical Pastoral Educator may direct and co-ordinate the work of one or more Pastoral Supervisors and Clinical Pastoral Supervisors, and may provide education in supervision for Provisional Pastoral or Clinical Pastoral Supervisor; or Clinical Pastoral Educator.

5.2 Consultation

Supervisory experiences at this level follow the decision to begin to act as a Clinical Pastoral Educator. Such a decision shall be taken in consultation with fellow Supervisors in the Association. The Candidate aspiring to be an educator shall present for accreditation as a Clinical Pastoral Educator within three years of notifying the Registration and Certification Committee of their intention to practice as a Provisional Educator or within six months of completing the required units of education in supervision referred to in 5.6.

5.3 Intention to begin as a Provisional Clinical Pastoral Educator

The Chairperson of the Registration and Certification Committee shall be notified of the Clinical Pastoral Supervisor's intention to practice as a Provisional Clinical Pastoral Educator. Notification shall include a supporting letter from the Clinical Pastoral Educator who will be consultant to the Candidate during the period of being a Provisional Clinical Pastoral Educator.

5.4 Period of Education

A Candidate may, after due notification to the Registration and Certification Committee, be a Provisional Clinical Pastoral Educator for a period of up to three years. Extensions beyond this Provisional period shall be determined by the availability of supervisors seeking education in supervision and by application to, and the approval of the Registration and Certification Committee. The Candidate shall demonstrate active pursuit of opportunities to conduct units of education in supervision and shall

undertake to present for accreditation within six months of completing the required units (5.6).

5.5 Education in Supervision

"Education in supervision" implies the specific education of Supervisors in the philosophy and methodology of supervision by a Provisional or Clinical Pastoral Educator. This education in supervision takes place both in the course work (5.6.3) and in the individual sessions with the Clinical Pastoral Educator (5.6.2).

5.6 Required Practical Experience

Following the preceding negotiations, the Candidate may act for a period of up to two years. During the Provisional period the Candidate's experiences in supervision and education should include the following: -

5.6.1 Supervision of a Pastoral Supervisor

Actual planning for, conduct and evaluation of the education in supervision of at least one Provisional Pastoral Supervisor leading to and including review as a Pastoral Supervisor. A written evaluation of each unit of as a Provisional Clinical Pastoral Educator.

5.6.2 Education of a Clinical Pastoral Supervisor

Actual planning for, conduct and evaluation of education in supervision provided for a Provisional Clinical Pastoral Supervisor proceeding towards meeting the requirements of 4.6. The period of education in supervision shall be a minimum of thirty (30) hours. A written evaluation of each unit of being a Provisional Clinical Pastoral Educator.

5.6.3 Peer Group Courses in Supervisory Education

Prior to their presentation for certification as an educator it is advised that candidates share in the leadership of a course of supervisory education with an accredited Clinical Pastoral Educator. Refer to 4.4. The details of this course to be conducted for Provisional Clinical Pastoral Supervision can be found in 4.4.

5.7 Application to Review as a Clinical Pastoral Educator

Reviews will be held in April/May and October. Written application by the Candidate to the Registration and Certification Committee for permission to present for Review as a Clinical Pastoral Educator should be in the hands of the Committee Chairperson on the 1st day of the month three months prior to the review.

Checklist of Requirements to accompany Review Application:

- 5.7.1** Written demonstration that the Candidate has met each of the requirements in 5.6.
- 5.7.2** A cheque for the prescribed fee for the review and an additional non-refundable application fee.
- 5.7.3** Copy of Clinical Pastoral Supervisor Certificate.
- 5.7.4** Evidence of current ecclesiastical status.
- 5.7.5** Evidence of current ASPEA Inc. membership.

5.8 Guidelines for Candidates preparing materials for Review Committee as a Clinical Pastoral Educator

A review committee is concerned with the Candidate's ability to demonstrate the kind of personal and professional competence essential for the education of supervisors of people engaged in pastoral ministry. It is expected that all materials will demonstrate the level of functioning of a senior professional discipline.

- 5.8.1** A cover sheet containing such information as name, address, age, present position, church denomination, degrees, diplomas and certificates, professional occupational background, experience in supervised pastoral education and results of previous reviews.
- 5.8.2** Copies of previous review committee findings.
- 5.8.3** A statement of the request by the candidate of the review committee.
- 5.8.4** An updated autobiographical statement.
- 5.8.5** A statement of, and theological reflection upon, the candidate's spiritual pilgrimage.
- 5.8.6** (A) report(s) from the Clinical Pastoral Educator(s) engaged as consultant(s) during the period as a Provisional Educator.
- 5.8.7** A detailed evaluation report of the Candidate's education as a Provisional Clinical Pastoral Educator of one Supervisor engaged in the process of being a Provisional Clinical Pastoral Supervisor. The report should include: -
 - 5.8.7.1** Candidate's description of the Provisional Clinical Pastoral Supervisor, including a biographical sketch, and giving attention to the Candidate's assessment of the Provisional Clinical Pastoral Supervisor's faith development, learning style, orientation in spirituality and theology, and capacity for conceptual

understanding at the commencement of the educational contract.

5.8.7.2 Candidate's description and evaluation of the negotiations towards the establishment of a contract for learning, with particular reference to: -

- i. Clarification of the boundaries surrounding the delegation of authority and responsibility to the Provisional Clinical Pastoral Supervisor to conduct a programme within the Registered Centre by that CPE Centre Director;
- ii. Details of the negotiations for a fee paid to the Candidate for the provision of "education in supervision".

5.8.7.3 In the case where the Candidate is providing education of a Provisional Clinical Pastoral Supervisor within the Candidate's Centre the report shall include: -

- i. A description and evaluation of the planning and stepping back process by the Candidate for the Provisional Clinical Pastoral Supervisor to plan and conduct a programme;
- ii. An evaluation of the tensions experienced by the Candidate and how they were addressed in either allowing the Provisional Clinical Pastoral Supervisor to function freely or follow established procedures in the Centre.

5.8.7.4 A description and evaluation of the education of the Provisional Clinical Pastoral Supervisor, including: -

- i. An assessment of the Supervisor's development in supervision demonstrated by clinical materials;
- ii. The candidate's comments on the Supervisor's written reports;
- iii. Excerpts from educational conferences;
- iv. The manner in which particular issues or incidents were addressed in education;
- v. An assessment of the capacity of the Provisional Clinical Pastoral Supervisor to appropriate the "education in supervision".

5.8.7.5 Evaluation of the Clinical Pastoral Educator's style and method of education and curriculum covered.

5.8.7.6 A description and assessment of the Provisional Clinical Pastoral Supervisor's capacity to move towards peer-ship with Clinical Pastoral Supervisors and continue to relate personally and professionally with Pastoral Supervisors, as well as an evaluation of the action taken by the candidate to help the Provisional Clinical Pastoral Supervisor to understand and make the transition.

5.8.8. A summary description and evaluation (limited to five A4 typed pages) of the Candidate's supervision of a Provisional Pastoral Supervisor, while Provisional as a Clinical Pastoral Educator.

5.8.9 Copies of an evaluation of the educational relationship written by the Supervisors referred to in 5.8.7. and 5.8.8. above.

5.8.10 A report from the Registered CPE Centre Director focusing on the quality of the service delivered by the Candidate to the Supervisor(s) of the students and the students' service delivery to clients, patients, and parishioners.

In the event that the Candidate is the Centre Director, a report addressing the quality of service delivery shall be sought by the Candidate from a responsible person in the institution qualified to express such an opinion.

5.8.11 A paper of a standard suitable for publication on a subject demonstrating the Candidate's possession of: -

5.8.11.1 A clear theory of education;

5.8.11.2 An appreciation of a significant theological writer, or the exegesis of a passage of scripture;

5.8.11.3 The ability to practise the provision of "education in supervision" in the context of pastoral ministry within the Church.

5.8.12 A report of the Candidate's practice as a Provisional Clinical Pastoral Educator, including: -

5.8.12.1 An evaluation of the Candidate's relationship(s) with the consultant(s) engaged during the period of as a Provisional Educator;

5.8.12.2 An evaluation of the Candidate's transition from a Clinical Pastoral Supervisor to a Clinical Pastoral Educator, including an assessment of significant peer relationships;

5.8.12.3 A statement regarding completion of the issues surrounding the Candidate's practice as a Provisional Clinical Pastoral Educator and plans for the future.

5.9 Presentation of Materials

The Candidate's written papers excluding evaluations and cover sheet material shall not exceed the equivalent of fifty (50) A4 single spaced typed pages. Copies shall be provided to each member of the Review Committee at least fourteen (14) days prior to the scheduled day of review.

5.10 The Review Committee

Each review committee appointed by the Registration and Certification Committee shall consist of a majority of Supervisors accredited as Clinical Pastoral Educators, together with a member of a Theological Faculty and or a senior representative of a discipline where supervision plays an integral part in professional formation.

5.10.1 The Committee shall normally comprise five members, drawn wherever possible from different accredited centres. One member shall be appointed Presenter and shall provide a written review and evaluation of the Candidate's materials. Copies of this report shall be provided for each member of the Committee. Another member shall be appointed Committee Chairperson and shall provide a written report and recommendation to the next meeting of the Registration and Certification Committee. Copies of the Presenter's and Chairperson's reports shall only be available to the Candidate on the agreement of the Review Committee.

5.10.1.1 The Candidate ensures that the centre be responsible for arranging a venue and hospitality e.g. refreshments for the Review Committee, in consultation with the Centre Director.

5.10.1.2 The Candidate to include with the materials a covering letter indicating date, time, including directions to the location of the committee and the cost and availability of parking or travel arrangements.

5.11 The Standards, Outcomes, and Objectives for a Clinical Pastoral Educator

In order to be accredited as a Clinical Pastoral Educator, a Candidate shall demonstrate the following minimum requirements: -

5.11.1 Administrative Awareness

Ability to teach the planning, organisation, leading, co-ordination and control of CPE programmes with particular focus upon the relationship and accountability to the Association, and to management structures in an institution, organisation or region.

5.11.2 Interpersonal Awareness and Competence

- 5.11.2.1 Ability to relate pastorally and with authority to students and supervisors to whom responsibility for pastoral ministry, pastoral supervision, and clinical supervision is delegated.
- 5.11.2.2 Accountability to the Association to ensure the standards of the Association are maintained in the conduct of CPE programmes.
- 5.11.2.3 Ability to co-ordinate multiple courses conducted simultaneously in one centre, region or organisation.
- 5.11.2.4 Accountability to the employer for time management and ministry priorities, and to the employer or manager of a secular institution or organisation for the quality of pastoral and supervisory services for which the candidate is responsible, and for the demarcation of roles.

5.11.3 Intrapersonal Awareness and Competence

Capacity to take appropriate responsibility for ongoing intrapersonal development.

5.11.4 Educational Competence

- 5.11.4.1 Ability to co-ordinate and complement the work of people at various levels of training in pastoral ministry and supervision as opportunities for experiential education.
- 5.11.4.2 Ability to disseminate state of the art information to students, supervisors and peers in the areas of pastoral ministry, theology, pastoral and clinical supervision.
- 5.11.4.3 Ability to apply the findings of research relevant to Clinical Pastoral Education.
- 5.11.4.4 Ability to conceptualise the theological conflicts experienced in the demands by contemporary society for measurements of effectiveness in the fields of pastoral care and educational programme evaluation.

5.11.5 Theological Awareness

- 5.11.5.1 Ability to conceptualise and synthesise propositions from the theological disciplines with the findings of social science and the practice of Clinical Pastoral Education.

- 5.11.5.2 Awareness of the critical interrelatedness of faith development, theological orientation and indigenous spirituality in pastoral and supervisory formation.

5.12 Continuation of Provisional Status

A person not accredited as a Clinical Pastoral Educator following review may be permitted to continue to supervise within approved programmes of CPE for such periods as the Registration and Certification Committee shall determine.

5.13 Review of Accreditation

Accreditation as a Clinical Pastoral Educator is subject to ongoing review after five years or review at such other periods as the Executive of ASPEA Inc. shall from time to time determine in particular instances. It is expected that the applicant shall have supervised in at least one accredited unit of CPE within the period under review and undertaken a minimum of twenty hours of professional development per annum. Accreditation will lapse if a supervisor has not sought a review of accreditation within a five year period since the last review.

On completion of 15 years of practice as a Clinical Pastoral Supervisor and as a Clinical Pastoral Educator, and the completion of one accreditation review following accreditation as a Clinical Pastoral Educator, the person may apply to the R&C Committee for recommendation to the Executive that they be awarded an Honorary Fellowship. Having attained Honorary Fellowship in this way, the Educator shall not be required to present for Review of Accreditation unless the Educator requests a review. The Clinical Pastoral Educator with honorary status will report to R&C each five years of the professional development completed according to ASPEA Inc. Standards.

A review will be requested by the Registration and Certification Committee if it has received written complaints from a Centre Director, or supervisory colleagues, or supervisees. The R&C committee will determine whether the complaint is addressed by a review committee or the Ethical Standards Committee.

5.13.1 Application for Review of Accreditation

Written application for review of accreditation shall be made to the Chairperson of the Registration and Certification Committee by July 1 of the year in which the fifth year of accreditation is completed. The review shall take place in the first half of the following year. It is understood that application for review provides conditional extension of accreditation up to the review date.

5.13.2 Review of Accreditation Committee

The Review Committee shall be organised by the Chairperson of the Registration and Certification Committee in consultation with the President of

the Association and the Supervisor to be reviewed. The committee shall consist of a majority of Supervisors accredited as Educators and other consultants as required. The Review Committee shall be chaired by the President, or delegated representative who shall present a report and recommendation to the Registration and Certification Committee.

5.13.2.1 The Candidate ensures that the centre be responsible for arranging a venue and hospitality e.g. refreshments for the Review Committee, in consultation with the Centre Director.

5.13.2.2 The Candidate to include with the materials a covering letter indicating date, time, including directions to the location of the committee and the cost and availability of parking or travel arrangements.

5.14 Materials for Review of Accreditation

The following materials are required:

5.14.1 A cover sheet and recommendations from the previous Committee. An evaluation (limited to five A4 typed pages) of the salient features of the work as a Clinical Pastoral Educator during the past five years, highlighting the high and low points in the Supervisor's relationship with students, Pastoral Supervisors, Clinical Pastoral Supervisors, other Clinical Pastoral Educators, the Association, Institution and Church authorities.

5.14.2 Evidence of professional development undertaken according to Standard 5.13 and a statement attesting to its impact on the Educator's supervisory practice.

5.14.3 A statement addressing the Clinical Pastoral Educator's plans for the future (limited to one A4 typed page).

5.14.4 A paper relevant to supervisory and/or educational issues of a standard suitable for publication.

6.0 REGISTRATION, ADMINISTRATION AND DIRECTION OF CLINICAL PASTORAL EDUCATION CENTRES

6.1 Direction of Clinical Pastoral Education Centres

In each ASPEA Inc. Registered Centre there shall be one supervisor accredited as a CPE Supervisor or Clinical Pastoral Educator authorised by ASPEA Inc. to plan, organise, lead, and control clinical pastoral education programmes within the centre. This person shall be called the CPE Centre Director. A Registered Centre shall not be duplicated in any one campus of a corporate body or structure.

- 6.1.1** ASPEA Inc. retains the right to define the qualifications required of a CPE Centre Director for the purpose of registration by ASPEA Inc.
- 6.1.2** An employing body shall advise ASPEA Inc. the name of the person who, meeting these qualifications, shall be recognised by ASPEA Inc. as the CPE Centre Director.
- 6.1.3** In the event of a conflict arising when two different employing bodies recommend qualified persons working within the one public institution or organisation, the Executive of ASPEA Inc. would make itself available to the management as a consultant and advisor.

6.2 Application for Registration

A Supervisor accredited by ASPEA Inc. as a Clinical Pastoral Supervisor or Clinical Pastoral Educator, shall apply to the Registration and Certification Committee by writing to the Chairperson, requesting that an ASPEA Inc. CPE Centre be registered within a particular Institution, Organisation or Region. The application for Registration shall include: -

- 6.2.1** A written report demonstrating how the prescribed standards will be met within the proposed Centre.
- 6.2.2** Details of the Centre's aims and objectives, with an outline of levels of training to be offered – level one, advanced, supervisory, full-time and part-time.
- 6.2.3** A document demonstrating the approval by the employer of the CPE Centre Director designate regarding the time and duty commitment required by the CPE Centre Director and this to be included in their position description.
- 6.2.4** A document demonstrating the understanding and approval by the management of the institution(s) or organisation(s) in which students shall be assigned to provide pastoral ministry. The document shall indicate management support for: -

- 6.2.4.1 The access of participants to patients, clients, parishioners and employees.
- 6.2.4.2 Provision of institutional identification and access to regular staff facilities e.g. cafeteria, library, parking, photocopying.
- 6.2.4.3 Access to relevant information about patients, clients, parishioners, and employees, whilst ensuring appropriate confidentiality.
- 6.2.4.4 The authority of the CPE Centre Director (should the CPE Centre Director not be employed or contracted by the Institution or Organisation, the person should receive honorary recognition as a member of staff).
- 6.2.4.5 Provision of the prescribed registration fee. (A cheque for the prescribed registration fee for the first year of operation should be included. This will be refunded in full if registration is not effected).

6.3 Centre Director's authority over CPE Programme

All Supervisors working in an ASPEA Inc. Centre are accountable to the Centre Director for maintaining ASPEA Inc. standards.

6.4 Renewal of Registration

Registration of the Centre shall be renewed following each successful re-accreditation of the CPE Centre Director, within a period not exceeding six months. The CPE Centre Director shall provide suitable documentation that the Centre continues to meet the stipulated requirements.

6.5 Centre Boundaries

A Registered Centre without a clearly defined institutional or organisational base wishing to place participants with an institution or organisation for pastoral ministry shall have the written approval of the CPE Centre Director of the CPE Centre functioning within that Institution.

6.6 Letter of Registration

The Registration and Certification Committee shall make recommendation to the Executive of ASPEA Inc. that a CPE Centre be registered under the name of a CPE Supervisor or Clinical Pastoral Educator. When the decision is ratified by the Executive

the Association Secretary shall forward to the C.P.E Centre Director a letter of Registration.

6.7 Accountability of the CPE Centre Director

The authorised CPE Centre Director shall be accountable to ASPEA Inc. for maintenance of ASPEA Inc. Standards for all CPE programmes conducted in the Registered Centre.

6.8 Notification of Changes in Centres

The CPE Centre Director is responsible for advising the Chairperson of the Registration and Certification Committee of changes in supervisory personnel practising within the Centre, or any other major changes or variations in the Centre's programmes.

6.9 Keeping of Records

The Centre Director undertakes to inform the Registrar of its CPE graduates at the completion of each unit. The required form is to be completed and forwarded to the Registrar for each candidate at the end of each unit.

6.9.1. The CPE Centre Director will maintain all material of participants for two years following completion of a CPE unit. After two years, only the initial applications, participants' final evaluations and any supervisory reports need to be maintained for a further three years. After five years no records are required to be kept.

6.10. Privacy

The Centre Director is responsible for ensuring the Centre has a Policy for the Management of Personal Information for CPE students, Pastoral Care Interns, Acting Pastoral Supervisors, Pastoral Supervisors and Acting CPE Supervisors in compliance with the requirements of the National Privacy Principles from the Privacy Amendment (Private Sector) Act 2000 and or the Health Records Act 2001 (Vic).

6.10.1. For the Supervisory Accreditation Review materials the Centre Director will complete and sign an ASPEA Inc. form confirming that either the necessary consents have been obtained or that a statement has been received in writing from the supervisory candidate declaring that the personal information of supervisees and patients / parishioners has been de-identified in accordance with the standard proposed by the Department of Human Services, Victoria, Australia: De-identifying personal Information (www.dhs.vic.gov.au/privacy/ippg/concept/deidentpi/htm).

6.11 Closure of Centre

- 6.11.1** Employing body to notify R&C of ASPEA Inc.
- 6.11.2.** The retiring Centre Director to advise R&C of arrangements for supervisory personnel.
- 6.11.3.** Forward records in accordance with Standard 6.9.1. to the Chair of R&C for archiving for the duration of the required five year period.
- 6.11.4.** The employing body to reconcile to the Association any outstanding fees.

6.12 Resignation of Centre Director Completion Review

Upon the resignation of a Centre Director, the closure of a CPE Centre, or the retirement of a Centre Director, Clinical Pastoral Educator or CPE Supervisor, the Registration and Certification Committee will invite the Supervisor to meet with a Committee of peers to discuss and attend to issues of completion. The agenda for such a completion review will be established by the Chair of the Registration and Certification Committee in discussion with the Supervisor. There will be no fee charged for a completion review.

7.0 STANDARDS FOR THE REGISTRATION OF CENTRES FOR CLINICAL PASTORAL EDUCATION

7.1 The Centre has a Director recognised through ordination, commissioning or profession by an appropriate church body, who is also accredited by the Association for Supervised Pastoral Education in Australia Inc., as a Clinical Pastoral Supervisor or Clinical Pastoral Educator. In special circumstances on the recommendation of the Registration and Certification Committee, the Association may appoint a Provisional Clinical Pastoral Supervisor as Acting Director of a CPE centre on the understanding that there is a clear contract for ten (10) hours of individual supervision with a Clinical Pastoral Educator or Provisional Educator for each programme conducted in the Centre.

7.2 The Centre has a programme of ministry integrated with the services of the institution, agency or parish of which it is a part, and the demonstrated commitment should include responsible support of the programme and its students, for example, by providing participant stipends, adequate secretarial services, meeting space, library facilities, and other means by which the Centre can carry on its educational function and the Supervisor fulfil the relevant professional obligations.

7.3 The Centre operates within a milieu that encourages human growth and dignity and engages the participant in interdisciplinary contact or team functioning, making provision for professional interchange, consultation and/or teaching in relation to persons representing other helping disciplines.

7.4 The Centre is able to provide significant opportunities for ministry, and enables participants to function as staff members in the clinical practice of ministry at a level appropriate to their experience and professional development.

7.5 The Centre is large enough to support at least three participants so that both peer group and individual supervisory learning can take place.

7.6 The Supervisors of the Centre shall engage in regular consultation with their immediate supervisory peers and with appropriate professional peers in their institution or organisation.

7.7 The Centre has a Privacy Policy that is made available to all participants accepted into the Centre for Level One, Advanced and Supervisory CPE. The Centre maintains a file of participant and any supervisory evaluations of each participant in the Centre's programme. Should a Centre cease operation, placement of these records shall be at the direction of the Registration and Certification Committee of the ASPEA Inc.

7.8 Should staff currently employed in an institution/organisation enter into supervisory practise their position description and/or employment agreement needs to be modified to include their supervisory responsibilities.

7.9 The Centre Director will negotiate with the institution/organisation the status and recognition of supervisors who are not employed by the institution/organisation.

7.10 The CPE Centre Director is responsible to ensure that all people within the Centre adhere to the institution/organisation's policies and procedures.

7.11 Participant Assignment under Separate Administration

When a Centre has participants placed in assignments which are under separate administration from the Registered Centre e.g. placement in an area which could not by itself meet the minimum standards for registration as a Centre, the following additional requirements shall be met:-

7.11.1 There shall be evidence of clear communication between the Director of the Registered Centre and an appropriate representative of the affiliated institution and the chaplains of that institution;

7.11.2 It shall be demonstrated that there is in the placement, e.g. parish, organisation or other institution, opportunity for ministry and education which will contribute sufficiently to the total education of the participant.

7.11.3 There shall be a contract between the Registered Centre and its affiliate which shall take into account: -

7.11.3.1 The amount of time the participant will devote to activities at the Registered Centre and at the placement;

7.11.3.2 The ministry functions that the participant is expected to carry out in the placement;

7.11.3.3 The administrative person or committee in the placement to whom the student is accountable, and how this administrative oversight will be exercised;

7.11.3.4 The provision for regular consultation and communication between the Registered Centre and the placement, both to facilitate the placement contract and to review the participant's performance in the placement setting;

7.11.4 Participants shall only be placed in an institution where there is a Registered CPE Centre with the written approval of the Centre Director of that CPE Centre.

7.12 Supervisory CPE

All Centres shall meet the basic standards listed above. In addition, Centres which conduct supervisory CPE shall: -

- 7.12.1** Provide a peer group at least on a regional level meeting on a regular basis;
- 7.12.2** Have access to a Clinical Pastoral Educator or Provisional Educator for "education in supervision";
- 7.12.3** Offer didactic instruction appropriate to the learning of supervision;
- 7.12.4** Provide sufficient CPE participants for the training requirements of each Provisional Supervisor.

7.13 Fees

An annual registration fee and a participant levy shall be paid by the Centre to the Treasurer of the ASPEA Inc. no later than 31st January each year.

APPENDIX I

Guidelines for Review Committees

The purpose of the following guidelines is to assist committee members in their engagement with the Candidate's materials.

All committees of review within ASPEA Inc. are appointed by the Registration and Certification Committee, which is a subcommittee of the Executive of the Association. All decisions and recommendations of a review committee are processed by the R&C committee which then forwards its recommendations and commendations to the Executive for consideration and decision. The Executive of the Association then communicates to the Candidate the outcome of the review.

Review Committees within the Association

Ad Hoc Committee

An Ad Hoc Committee is organised by the Chairperson of the R&C Committee and chaired by the ASPEA Inc. CPE Centre Director of the Centre in which the Candidate negotiated to act. The Committee shall include not more than two Pastoral Supervisors and at least two Clinical Pastoral Supervisors all of whom shall receive an honorarium from either the CPE Centre or the Candidate. (Standards 3.1.5.1 and 3.1.5.2)

Outcomes of Level One Clinical Pastoral Education Unit

Checklist for Supervisors Assessing the Participant Outcomes of a CPE Unit

Requirements for Satisfactory Completion of a Level 1 CPE Unit. In order to be accredited with satisfactory completion of a Level 1 CPE Unit, a Participant shall demonstrate capacity to meet the following -	Does not meet the Standard	Meets the Standard	Exceeds the Standard
1.3 Required Hours <i>Completion of a minimum of 400 hours, including:</i>			
1.3.1 Ten (10)hours of individual supervision			
1.3.2 Sixty (60)hours of peer group supervision			
1.4 Practical, written, supervisory and assessment requirements.			
1.4.1 Completed the required hours of pastoral ministry, individual and peer group supervision as set out in 1.3			
1.4.2 Established a contract with the individual centre and fulfilled its requirements so that both participant and Centre Director are clear about issues of authorisation and accountability.			
1.4.3 Identified and worked towards strategic learning goals mutually acceptable to the participant and the supervisor			
1.4.4 Within the supervisory process, critically reflected upon their experience of providing pastoral care.			
1.4.5 Requirements to be completed during the unit include:			
1.4.5.1 A minimum of eight reports of their pastoral ministry to people			
1.4.5.2 The participant's CPE goals			
1.4.5.3 A faith/spirituality and ministry story			
1.4.5.4 Case study			
1.4.5.5 Mid- term evaluation Final evaluation			
1.4.5.6 Participants may be asked to complete other papers, presentations and journals as required.			
1.5 Objectives of CPE Level 1 This level requires competency in each of the following dimensions.			
1.5.1 Actual Ministry As A Pastoral Carer <i>This means demonstrating:-</i>			
1.5.1.1 The ability to engage in actual ministry to people with varied experiences			
1.5.1.2 A capacity to listen reflectively, identify the person's agenda and attend appropriately			
1.5.1.3 The ability to initiate pastorally caring relationships			
1.5.1.4 A developing capacity to engage with the Inter -disciplinary staff			
1.5.1.5 A capacity to consider and experiment with varied approaches to pastoral practice.			
1.5.2 Reflective Observations On Ministry <i>This means demonstrating:-</i>			
1.5.2.1 An ability to articulate, evaluate and reflect in writing on their ministry and its effect on others			

Requirements for Satisfactory Completion of a Level 1 CPE Unit.	Does not meet the Standard	Meets the Standard	Exceeds the Standard
1.5.2.2 The capacity to engage in reflective conversation about their ministry with peers and supervisor;			
1.5.2.3 Growing awareness of how their assumptions, attitudes, values, story, strengths and limitations affect their pastoral care;			
1.5.2.4 A capacity to evaluate their relationships with their peers, supervisors and inter-disciplinary staff;			
1.5.2.5 Some demonstration of their capacity to use the action reflection model and to evaluate progress towards their goals and objectives;			
1.5.2.6 An ability to engage in self and peer supervision, that is, the ability to hear, engage and reflect upon the support and feedback offered by the CPE peer group.			
1.5.3 Theological/Spiritual Reflection <i>This means demonstrating:-</i> 1.5.3.1 The capacity to reflect upon particular encounters and pastoral experience within a theological/spiritual framework;			
1.5.3.2 The capacity to reflect upon and evaluate the meaning of the pastoral role in relation to the participant's theology/spirituality and identity as a pastoral carer;			
1.5.3.3 The ability to explore how the insights gained from the participant's theological/spiritual reflection on pastoral experience can be incorporated into subsequent practice.			

Outcomes of an Advanced Clinical Pastoral Education Unit

Checklist for Supervisors Assessing the Participant Outcomes of an Advanced CPE Unit

Advanced Selected Panel and Demonstration of Competence of Four Phases of the Experiential Cycle of Learning.	Does not meet the Standard	Meets the Standard	Exceeds the Standard
<p><i>The Candidate is required to meet with a selected panel of professional people including representatives of pastoral, supervisory and theological traditions.</i></p> <p><i>The Candidate for CPE Advanced Certification is required to engage in pastoral ministry in such ways as demonstrate competence in each phase of the cycle of learning at an Advanced Level.</i></p> <p>2.1 Concrete Experience As A Competent Pastor. <i>This means:-</i></p> <p>2.1.1 The ability to provide written documentation of an effective ministry to a wide range of people experiencing both life and developmental crises within themselves, their families and their communities;</p>			
<p>2.1.2 A capacity to listen, identify the person's agenda and clarify the pastoral opportunities in any given situation;</p>			
<p>2.1.3 The ability to attend to emergencies, to make appropriate decisions and confront the hard choices of truth and power.</p>			
<p>2.2 Reflective Observations On Ministry <i>This means:</i></p> <p>2.2.1 The ability to evaluate and articulate the quality of ministry to people, relationships with peers and supervisors, progress towards goals and objectives;</p>			
<p>2.2.2 An ability to engage in self and peer supervision;</p>			
<p>2.2.3 Competence in knowing and articulating a preferred ministry style, naming the skills used and assessing their appropriateness.</p>			
<p>2.3 Abstract Theological And Pastoral Conceptualisations <i>This means:-</i></p> <p>2.3.1 The capacity to develop general pastoral principles from the detail of individual conversations and case studies;</p>			
<p>2.3.2 The capacity to extrapolate from particular encounters insights into general theological concepts;</p>			
<p>2.3.3 The capacity to consider and explore in what way the particular challenges or reframes a general theological theme or concept;</p>			
<p>2.3.4 The ability to explore in what way the particular situation has value for future ministry to the person concerned, or in ministry to others, or for the ministry of the Church in general.</p>			
<p>2.4 Active Experimentation and Integration <i>This means:-</i></p> <p>2.4.1 Ability to incorporate new learning into subsequent ministry practice and professional relationships;</p>			
<p>2.4.2 Ability to consider alternative approaches to ministry, a variety of stances with people, and a range of strategies.</p>			
Engagement with the Committee	Comments		

Assessment Tool for Accreditation

Guidelines for Committee Members for the Review of a Pastoral Supervisor

In order to be accredited as Pastoral Supervisor, a Candidate shall demonstrate competencies in the following:-	Does not meet the Standard	Meets the Standard	Exceeds the Standard
<p>3.8.1 Pastoral practice Ability to model, articulate and evaluate the pastoral role in a professional context.</p>			
<p>3.8.2 Pastoral supervision <i>Pastoral supervisory practice includes the following:</i></p> <ul style="list-style-type: none"> i. Ability to evoke and develop a sense of pastoral identity and professional self-worth within the CPE participant. ii. Ability to review CPE participants' written work, and to discuss and evaluate their pastoral engagements. iii. Ability to articulate and explore spirituality in the context of pastoral practice and supervision. iv. Ability to assist the CPE participant: <ul style="list-style-type: none"> • to clarify priorities and establish boundaries in their pastoral practice, • to function effectively within a variety of pastoral contexts, • to practice the art of theological/spiritual reflection, • to demonstrate within their pastoral practice professional and ethical conduct that complies with the ASPEA Inc. Code of Ethics. 			
<p>3.8.3 Theological/Spiritual Reflection of pastoral supervisory practice: Ability to:</p> <ul style="list-style-type: none"> • reflect upon and evaluate particular supervisory experiences within a theological/spiritual framework • consider how their theological/spiritual framework informs their supervisory practice and identity 			
Engagement with the Committee	Comments		

Please note this document will be forwarded with the Chairperson's report to R&C where it will be kept for 5 years.

Assessment Tool for Accreditation

Committee Members Guidelines for Review of a Clinical Pastoral Supervisor

4.11 The Standards, Outcomes, Objectives for a CPE Supervisor: In order to be accredited as a Clinical Pastoral Supervisor, a candidate shall demonstrate the following minimum requirements:-	Does not meet the Standard	Meets the Standard	Exceeds the Standard
<i>Ability to read, understand and address the written requirements as set out in the Standards;</i>			
<i>Ability to describe and evaluate both in detail and in summary form, the actual supervision of a selection of participants;</i>			
<i>Ability to demonstrate the integration of actual supervision, theological understanding and supervisory theory;</i>			
<i>Ability to discuss in writing and/or discussion the completion of the recommendations from previous Review Committees.</i>			
4.11.1 Administrative Awareness Ability to plan, implement and evaluate a Level One unit of CPE This ability will be in regard to creation of a programme timetable, budget, recruitment, placement of students, negotiation with management, awareness of the philosophy of the institution and maintenance of records.			
4.11.2 Interpersonal Awareness and Competence 4.11.2.1 Ability to relate pastorally to peers, students, ecclesiastical and institutional authorities in the context of individual and group situations.			
4.11.2.2 Ability to recognise and value the cultural differences in relationships and willingness to use consultants in the clarification of issues.			
4.11.2.3 Ability to relate to other disciplines within the training context.			
4.11.3 Intrapersonal Awareness and Competence 4.11.3.1 Emotional and spiritual maturity.			
4.11.3.2 Personal integrity.			
4.11.3.3 Ability to use personal qualities, experience and self awareness in supervision.			
4.11.4 Educational Competence 4.11.4.1 Ability to conceptualise a personal philosophy of CPE as a learning theory, recognising the contribution of other educational theorists.			
4.11.4.2 Ability as an experiential educator, who recognises all aspects of the CPE experience as opportunities for learning and education.			
4.11.5 Theological Awareness 4.11.5.1 Ability to articulate clearly a personal theological identity.			
4.11.5.2 Ability to conceptualise a theology of ministry as that theology is expressed in the candidate's supervisory practice.			
4.11.5.3 Ability to reflect theologically on experience, and experience theology in supervisory practice.			

4.11.5.4 Ability to help others reflect theologically on experience, and experience theology in the "practicum" of ministry.			
4.11.5.5 Ability to draw together theory and practice in such a way that each informs the other.			
Engagement with the Committee	Comments		

Please note this document will be forwarded with the Chairperson's report to R&C where it will be kept for 5 years.

Assessment Tool for Accreditation

Committee Members for the Review of a Clinical Pastoral Educator

5.11 The Standards, Outcomes, Objectives for a Clinical Pastoral Educator: In order to be accredited as a Clinical Pastoral Educator, a candidate shall demonstrate the following minimum requirements:-	Does not meet the Standard	Meets the Standard	Exceeds the Standard
5.11.1 Administrative Awareness Ability to teach the planning, organisation, leading, co-ordination and control of CPE programmes with particular focus upon the relationship and accountability to the Association, and to management structures in an institution, organisation or region.			
5.11.2 Interpersonal Awareness and Competence			
5.11.2.1 Ability to relate pastorally and with authority to students and supervisors to whom responsibility for pastoral ministry, pastoral supervision, and clinical supervision is delegated.			
5.11.2.2 Accountability to the Association to ensure the standards of the Association are maintained in the conduct of CPE programmes.			
5.11.2.3 Ability to co-ordinate multiple courses conducted simultaneously in one centre, region or organisation.			
5.11.2.4 Accountability to the employer for time management and ministry priorities, and to the employer or manager of a secular institution or organisation for the quality of pastoral and supervisory services for which the candidate is responsible, and for the demarcation of roles.			
5.11.3 Intrapersonal Awareness and Competence Capacity to take appropriate responsibility for ongoing intrapersonal development.			
5.11.4 Educational Competence			
5.11.4.1 Ability to co-ordinate and complement the work of people at various levels of training in pastoral ministry and supervision as opportunities for experiential education.			
5.11.4.2 Ability to disseminate state of the art information to participants, supervisors and peers in the areas of pastoral ministry, theology, pastoral and clinical supervision.			
5.11.4.3 Ability to apply the findings of research relevant to Clinical Pastoral Education.			
5.11.4.4 Ability to conceptualise the theological conflicts experienced in the demands by contemporary society for measurements of effectiveness in the fields of pastoral care and educational programme evaluation.			
5.11.5 Theological Awareness			
5.11.5.1 Ability to conceptualise and synthesise propositions from the theological disciplines with the findings of social science and the practice of Clinical Pastoral Education.			
5.11.5.2 Awareness of the critical interrelatedness of faith development, theological orientation and indigenous spirituality in pastoral and supervisory formation.			
Engagement with the Committee	Comments		

Please note this document will be forwarded with the Chairperson's report to R&C where it will be kept for 5 years.

Presenter's Written Report: A Working Document Only

A copy provided for each member of the committee

1. A statement as to the candidate's fulfilment of the written requirements according to the standards, noting any exclusions.
2. Locate in the Candidate's materials that previous recommendations have been addressed.
3. A brief appraisal of the Candidate's strengths and weaknesses in their professional practice.
4. List issues for discussion by the committee.
5. A preliminary recommendation re accreditation may be made.

Duties of the Committee Chairperson

These are the things that need to be considered in the normal process of the committee: -

1. Ensure appropriate hospitality is afforded to the Candidate and the Committee.
2. Determine the manner in which the Committee will proceed.
3. Facilitate the discussion and the determination of the appropriate time arrangements.
4. Inform the Candidate of the time arrangements.
5. Facilitate communication within the Committee and interaction between the Candidate and Committee members.
6. Complete assessment tool for accreditation (if the assessment of individual members differ indicate the split by numbers)
 - i. Determine the vote of each Committee member as to the Candidate's accreditation.
 - ii. Work with the Committee to formulate recommendations. (See guidelines)
 - iii. If necessary, arrange for debriefing of Committee members. This is to be done in consultation with the Registration and Certification Committee Chairperson.
 - iv. If necessary, arrange for debriefing of the Candidate. This is to be done in consultation with the Registration and Certification Committee Chairperson.
7. Ensure all Candidate's materials are returned and all copies of the Presenter's working document are shredded.
8. Compile a report to be forwarded to the Chairperson of the Registration and Certification Committee. The Report will include:
 - i. A brief summary of the proceedings
 - ii. A brief summary of the issues discussed with the candidate and the interchange between the candidate and the members of the Committee.
 - iii. The decision of the Committee and the voting pattern
 - iv. The commendations and recommendations of the Committee
9. Forward to the Chairperson of the Registration and Certification Committee
 - i. The Chairperson's report
 - ii. The completed Assessment Tool for Accreditation

Proposed Process and Time Frame

It is suggested that three hours be allocated for an Accreditation Review Committee and that Review of Accreditation committees are more likely to take two to two and a half hours.

A Suggested Time Frame:

5-10 minutes	The Committee gathers. Agreement is reached on the way the committee will operate, including the use of Presenter's report and approximate time frame required. The Chairperson communicates this time frame to the Candidate.
40-45 minutes	The Presenter's report is read. The committee identifies and clarifies the issues to be explored with the candidate.
Up to 60 minutes	The Committee engages with the Candidate.
30 - 40 minutes	The Committee generally meets without the Candidate to vote on their decision regarding accreditation and to formulate commendations and recommendations.
5 minutes	The recommendations to be made to the Registration and Certification Committee are communicated to the Candidate.
If required	Arrange for debriefing of the Candidate and/or the Committee.

Formulation of Recommendations

Recommendations made by Review Committees will be according to the Standards of the appropriate level of accreditation.

Recommendations

1. The first recommendation will state clearly the decision of the Review Committee in relation to the request of the candidate.
2. Recommendations will:
 - i. Be consistent with the post Accreditation responsibilities and accountability of the Level at which the Supervisor is seeking accreditation.
 - ii. Focus on professional development.
 - iii. Be expressed in a language that is understandable to the Candidate, by those outside C.P.E., by members of future Review Committees and by persons/professionals consulted by the Candidate. Particular care needs to be taken if the Candidate's own words are used.
 - iv. Be stated in the third person.

APPENDIX II

**CONFIRMATION OF INCLUSION OF NECESSARY CONSENT FORMS OR A
STATEMENT BY THE SUPERVISOR IN TRAINING THAT PERSONAL INFORMATION
HAS BEEN DE-IDENTIFIED**

I, _____, CONFIRM THAT

Centre Director

Supervisor in training in this Centre

HAS INCLUDED THE REQUIRED CONSENT FORMS FROM CPE STUDENTS WHOSE
EVALUATIONS ARE INCLUDED WITH THESE MATERIALS ALONG WITH A CONSENT FORM
FROM THE PARTICIPANTS REPORTED UPON IN SUPERVISION

OR

HAS DECLARED IN WRITING THAT THE SUPERVISORY CANDIDATE HAS DE-IDENTIFIED
THE EVALUATIONS AND SUPERVISORY REPORTS OF CPE PARTICIPANTS INCLUDED
WITH THESE MATERIALS.

CPE Centre Director

Date

APPENDIX III

Guidelines for ASPEA Inc Professional Development Points:

How many points can I claim per PD activity?

The majority of PD activities are calculated on the simple formula of one hour of PD activity equals one PD point, with a maximum of seven points per day.

PROFESSIONAL DEVELOPMENT ACTIVITY	POINT ALLOCATION
Workshop, Professional courses, ANZACPE Supervisors Conference, Overseas conferences & seminars Symposium/lecture/conference	1 point per hour of professional development activity
Video, DVD and audio resources	1 point per hour
Internet-based learning	1 point per hour
Reading (articles or book chapters)	1 point per hour
Relevant graduate studies	50 points per degree
Relevant diploma studies	30 points per diploma
Relevant certificate studies	20 points per certificate
Relevant postgraduate studies	50 points per degree
Supervision	1 point per hour
Member of Accreditation Committee	3 points per Committee
Presenter or Chair of Accreditation Committee	7 Points per Committee
Member of an Advanced or Ad Hoc Committee	2 Points per Committee
Registration & Certification Committee member	3 Points per Meeting
Executive Committee member	1 Point per Meeting
Peer group supervision	1 point per hour
PROFESSIONAL DEVELOPMENT PROVIDER	
Teaching, lectures, seminars, workshops in Pastoral Supervision or CPE Supervision (preparation and presentation time, first presentation only)	1 point per hour
Conference/poster presentation	5 points per presentation
Journal Publications	10 points per publication

ASPEA CLAIM FOR PROFESSIONAL DEVELOPMENT RECORD

Name: _____

Contact phone number: _____ (wk) _____ (ah)

Email: _____

Type of activity: _____
(e.g. *reading, audio-visual, internet learning, supervision, Committee membership, Publication, Workshop/Lecture Presentation*)

Title of activity/resource: _____

Name of presenter/author/website: _____

Date activity completed: _____

Duration of activity: _____

Please give a brief outline of the content of the activity:

Briefly explain how this activity was relevant to your professional development:

Signed: _____

Date: _____

